TxEVER – Super Users
Birth and AOP Registration

In Person or Webinar Training

Date and Time

Name of Field Services Trainer

Agenda

1. **TxEVER Super Users**
   a. Overview
   b. Duties and Responsibilities

2. **Birth Registration**
   a. Single birth registration
   b. Plural birth registration

3. **AOP Registration**
   a. Register a Pre/Post-Birth AOP
   b. Register a During-Birth AOP
   c. AOP Matching

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TxEVER Super Users

Overview

Who is a Super User?

- Individual with extensive knowledge of the TxEVER system.

- Knowledge base includes all aspects of TxEVER.

- Knowledge of both how and why of TxEVER.

TxEVER Super Users

Responsibilities

- TxEVER subject-matter expert.
- Serve as point-of-contact for TxEVER users.
- Provide assistance and training to stakeholders.

The TxEVER System

Keyboard Shortcuts

Key			Description
T			Enters current date in any date field.
T + up/down			Enters the current date and you can populate a day before or after.
Tab			Moves forward from one box/field to another box/field.
Shift Tab			Moves backward from one box/field to another box/field.
Enter			Activates the next button on the page.
1st Letter of a Word			Enters selection from pick list of a dropdown list. Scroll through that letter.
Space Bar			Selects a radio button or check box.
Arrow Keys			Moves from one radio button to the next.
Down Arrow			Opens a dropdown list.
Escape			Closes a dropdown list.
Ctrl + S			Saves the current record.
State Abbreviations			Selects the associated state by typing the first letter.

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Diacritical Marks

TxEVER will allow Diacritical Marks. Press and hold the "ALT" key and type the 3 digit code. Release the "ALT" key and the diacritical mark will appear.
Example: **ALT+128 = Ç**

ALT Code	Diacritical Mark	ALT Code	Diacritical Mark
128	Ç	0200	È
142	Ä	0205	Í
144	É	0207	Ï
153	Ö	0204	Ì
154	Ü	0211	Ó
165	Ñ	0210	Ò
0193	Á	0213	Õ
0194	Â	0218	Ú
0192	À	0217	Ù
0195	Ã	0221	Ý
0235	Ë		

Basic Birth Registration

1. Login to TxEVER.
2. Go to birth registration and start a new record.
3. Resolve all yellow blanks.
4. Sign any AOPs.
5. Sign Verification of Birth Facts.
6. Certify.
7. Release.

Birth Module

Birth/Midwife Registration

Start a New Record

Birth Registration Icons

Double Data Entry: Name, Date of Birth, and Social Security Number

Local Registrar Filters Based on Birth County

Newborn Tab

Helpful Tip: Mother's "LEGAL" name is on the Newborn tab.

Helpful Tip: Before saving the first time, all information on the Newborn tab must be filled out.

Mother Tab

Helpful Tip: Mother "MAIDEN" name or name prior to first marriage is on the Mother tab.

Helpful Tip: Date AOP signed cannot be entered until the signed AOP is printed.

Helpful Tip: Tabs along the left will appear or disappear based on the record type, marital status, and AOP selected.

Mother Demographic Tab

Verify a tab has been resolved by looking for the green check mark (✔) in the Unresolved/Stakeholders queue.

Tabs without the green check mark mean there is a field must be resolved before certification can take place.

Mother Medical 4 Tab

Certifier Tab

Click the green magnifier icon to search for the attendant.

Helpful Tip: The attendant and certifier can be searched by last name using the green magnifier icon (🔍).

Certifier Tab

After searching attendant, select them from the dropdown menu.

Helpful Tip: The attendant's information will populate from the TxEVER database.

Certifier Tab: Midwives

Helpful Tip: attendant and certifier are automatically populated for midwives filing home births.

Certifier Tab: Local Registrars

Helpful Tip: certifier is automatically populated for local registrars filing home births, but user will need to enter title, city, and zip.

Comments Tab

Unresolved Screen

Unresolved Screen: AOP Fields

Unresolved Screen: Record Stakeholders

Sign Verification of Birth Facts

Collect mother and father signatures for the Verification of Birth Facts.

Signature: Mousepad

Signature: USB Signature Pad

Signature: Upload Signed Form

Signature: Preview

Print Verification of Birth Facts

Print the Verification of Birth Facts before or after parents sign.

Birth Certifier Login

Find an Incomplete Record

- To complete a record already in progress, you can

    1. Use the stakeholder dashboard
    2. Use the unresolved work queue filters
    3. Use the binoculars icon to search

Birth Module

Birth Registrar Dashboard

Birth Registrar Dashboard

- **Record Not Filed Within 5 Days of Birth**: This will display a list of records that are older than 5 days from the date of birth. These records should be filed as soon as possible.

- **Record Returned for Correction from State:** Any record flagged for correction will appear in this dashboard for your office to review and make corrections.

- **AOP Pending**: Based on the registration of a birth record, if the field stated that an AOP is required, the record will be queued waiting for AOP matching. If your office indicated an AOP is required, submit as soon as possible to avoid delays.

- **Ready for Certification**: Birth records that have been fully completed and waiting for the certifier to certify and release the record.

- **All Unresolved**: The dashboard will show the entire list of records waiting for resolution. It will include all the listed queues.

Navigating to the Work Queue

Unresolved Work Queue

Unresolved Work Queue

- **All Unresolved:** birth records that are not resolved.
- **Late Records:** birth records older than 5 days.
- **Data Entry Incomplete:** birth records missing information.
- **Ready for Release:** certified birth records.
- **Ready for Certification:** birth records in which data entry is complete.

Unresolved Work Queue

- **AOP Pending:** birth records missing AOP signatures.
- **Rejected Records:** birth records rejected by the State. This includes records submitted with a partial AOP that have been automatically rejected 5 days after the child's date of birth.
- **Incomplete AOP:** birth records that have been submitted with a partial AOP within 5 days of the child's date of birth. Additional signatures can be captured to complete the AOP.

Locate Birth to Certify

Certify Birth 1

Select Certify from the RECORD dropdown menu.

Certify Birth 2

Step 21: After Reviewing the data, click the check box and enter your PIN. Click OK to certify.

Release 1

Release 2

Click "Yes" to release the record.

Plural Birth Registration

- In case of plural birth (twins, triplets, etc.), clone the parent information from the first birth record onto the second birth record.

- Changes made to the initial record are cloned onto the others. Changes made to a second record do not affect the other records.

Plural Birth Records

Indicate Number of Live Birth Records

Parent Info Cloned on Other Records

Checkmarks indicate data entry is complete.

Choose the linked birth record from all unresolved queue.

Parent Info Cloned on Other Records

Checks show some fields are completed.

Enter newborn-specific info.

AOP Registration

Register a Pre/Post Birth AOP

Register a During Birth AOP

AOP Matching

AOP Registration Process

- **Pre/Post Birth AOP is done when:**
  - **Baby is not born**
  - **Birth certificate is already filed**
  - **Partial AOP**

- **During Birth AOP is done when:**
  - ***All* parties are available to sign AOP at time of birth registration**

Create a pre/post birth AOP

1. Login and go to Pre/Post Birth AOP Registration
2. Fill out the AOP form
3. Search for a partial AOP match
4. Capture AOP signatures
5. Print the AOP
6. Submit the AOP
7. Search for a birth match
8. Release the AOP-birth match

Pre/Post Birth AOP Registration

Fill out AOP Form

Search for a Partial AOP Match

Capture AOP Signatures

Print the AOP 1

Submit the AOP 1

Search for a birth match 2

Search for a birth match 2

Release the AOP-birth match

Create a during birth AOP

1. Login to TxEVER and go to Birth Registration
2. Fill out the AOP fields on birth record
3. Search for an AOP match
4. Capture AOP signatures
5. Print the AOP
6. Certify and release the birth and AOP together

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Birth Registration

Create Birth Record

AOP Fields in Birth Unresolved List

Search for an AOP Match 1

Search for an AOP Match 2

Sign the AOP

Print the AOP

Fill In Date AOP Signed After AOP Is Printed

Date AOP signed cannot be entered until AOP is printed.

Certify and Release Birth

AOP Matching

- Sometimes you may find possible records when searching for matches.

- Let's go over the steps to conduct search an AOP match.
  - Matching births to AOPs
  - Matching AOPs to AOPs

Matching births to AOPs

Matching births to AOPs

Click "Link to Birth Record" to link the AOP to the birth record.

Matching births to AOPs

Accept or reject the link to the AOP record.

"Field Value on Birth Record" column will be saved.

Select "Accept link and retain" to link the signed AOP to the birth record.

Select "Reject link and remove" to remove the link to the birth record. The AOP will retain any signatures.

Select "Cancel" to cancel the save and remove signed AOP from the birth.

Matching births to AOPs

If necessary, click "Delink?" to unlink the AOP from the birth record.

Click "Update AOP Record" to open a popup window to update names and dates of birth for mother and father to match the birth record.

Click "Close" to return to birth record.

Matching AOPs to AOPs

Enter minimum AOP information before a partial AOP search:
Dates of birth (child, mother, father), names (child last, mother last, mother maiden name, father name), marital status, paternity question.

Matching AOPs to AOPs

Matching AOPs to AOPs

View discrepancies between current AOP and selected AOP.

AOP to AOP Discrepancy

Following discrepancies found in between aop records.

Field Name	Field Value on Current Record	Field Value on Selected Record
(Presumed Father) Withheld by Reques	NO	YES
(Mother) Withheld by Request on AOP	NO	YES
(Child) Middle name		MARIE
(Child) Suffix		II
(Father's Mail) Address		1200 W EAGLE ST
(Father's Mailing) Zipcode		75102
Father's Middle Name		PANT
(Father) Suffix		JR.

Ok   Cancel

"Field Value on selected record" column will be saved.

Matching AOPs to AOPs

Click "Yes" to abandon the current AOP and match to the selected AOP

Click "No" to abandon cancel the partial match and return to the current AOP

Thank You

If you have any questions on the content of this briefing, please contact your TxEVER Field Services team at TxEVERinfo@dshs.texas.gov or (512) 776-3010.

Please continue to visit our website at http://www.dshs.texas.gov/vs/field/The-TxEVER-Project/ for the latest updates.